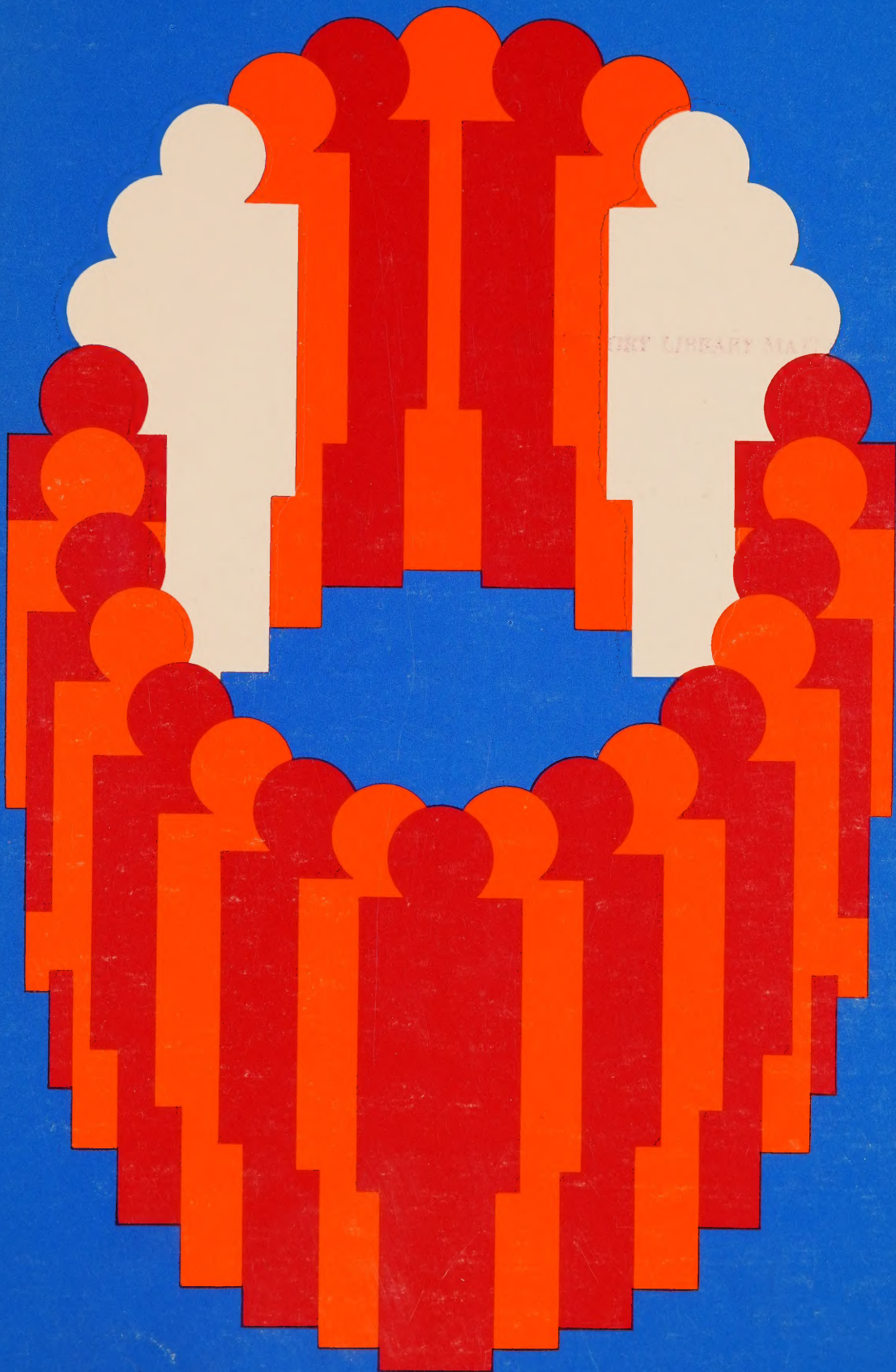


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Ontario Public Service Career Information





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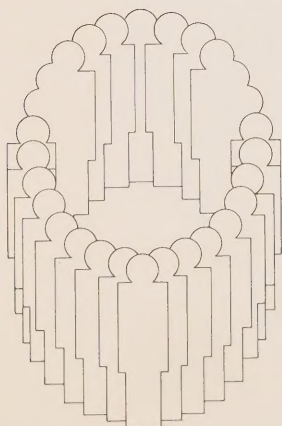
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Ontario Public Service

A Handbook
for Guidance Counsellors

FALL 1975



Graduate Recruitment Unit
Civil Service Commission
Parliament Buildings
Queen's Park
Toronto, Ontario
M7A 1Z5

This Booklet...

... is about the Ontario Public Service. We have prepared it to assist you, the guidance counsellor, in advising your students. We think it will give you helpful information about the OPS and about career possibilities for your students, whether they are considering employment after secondary school graduation or after further education at a community college or university.

The handbook is divided into two sections. The first section contains general information about the OPS and outlines some features of our secondary school program. We have also described programs in other areas of the government that could help you in your counselling.

The second section includes information on employment and typical job areas where we have hired graduates at each of the three levels — secondary school, community college and university. The job categories are listed to give you some idea of the scope of employment. They should not be considered as definite job openings.

A short questionnaire is included at the back of this booklet. We would like you to complete it and return it to us. This will be valuable information in planning any future publications.

Contents

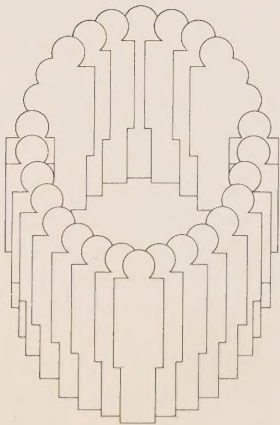
I The Ontario Public Service

- How we operate
- What we can do for you
- Summer employment
- Student Guidance Information System
- Other Counselling Aids

II Career Information

- Facts about the OPS
- Secondary school graduates
- You were asking
- Typical jobs
- For students planning further education
- Approach to recruitment
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- Request Form

I: The Ontario Public Service



The Government of Ontario consists of the elected representatives of the province who make up the Legislature, and the public servants.

The elected representatives formulate and institute policy. This policy could vary from programs such as the introduction of medical health insurance in this province, to the decision of requiring the licensing of every Ontario driver.

But after the decisions have been made and become the governing legislation of the province, it is the group of men and women employed by the government — the Ontario Public Service — which sees to it that the legislation is implemented as outlined and operated smoothly and efficiently.

Ontario Public Service employees are not elected to office, and they don't lose their jobs if a particular party loses power. They are hired according to their qualifications and are responsible for offering services to the people of Ontario.

The jobs we perform are as varied as the number of ministries within the government. We collect gasoline taxes, build roads, maintain the law on Ontario's highways, help farmers, delve into drug problems, issue car licence plates, crack down on polluters. We're into the fields of education at all levels, loan money to needy and deserving students, enforce labour laws; we're responsible at many levels for the health of Ontario's citizens, operate fish hatcheries and conservation areas, police lotteries, test elevators and commercial boilers; we protect consumers, maintain senior citizens' homes and see to their needs, help attract tourists to our province . . . and the list goes on and on.

How We Operate

To carry out these many duties we are organized into 20 operating ministries, each specialized in a particular area.

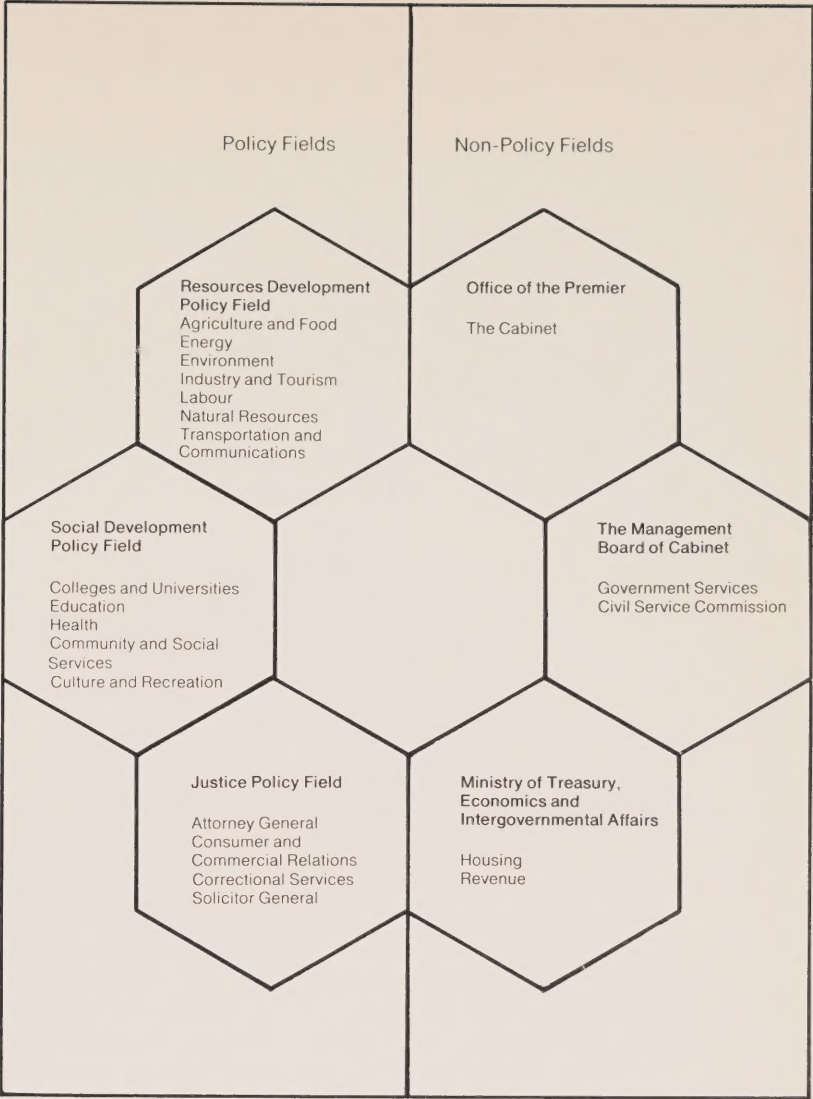
The Premier and Cabinet, along with other members of the government of the day, are elected by the people of Ontario and make the decisions as to what legislation should be enforced in much the same way that the senior management of a large corporation decides which of their goods and services should be offered to the public. When legislation becomes law in Ontario, the responsibility to ensure that it is carried out is passed on to the Ontario Public Service.

The 20 ministries each offer a different group of services to Ontario's citizens. Each ministry has a Deputy Minister as its senior civil servant. Deputy Ministers are permanent employees who are hired not elected. They are responsible to the Cabinet Minister for the efficient operation of their ministry on a day-to-day basis. The remainder of the organization resembles that of other corporate structures — from assistant deputy minister, to executive director, to branch director and so forth.

To co-ordinate policy- and decision-making, ministries having similar concerns (such as resources development or the administration of justice) are assigned to special committees of cabinet known as Policy Fields. These planning groups were set up to establish broad operational guidelines for the ministries within their jurisdictions.

Here is a simplified outline of the policy fields, the ministries within them, and the central-agency services which operate outside policy field jurisdiction.

This is the Way We Look



The Social Development Policy Field

Ministries in this field share a common concern for the social well-being of individuals and families in Ontario. These programs here are designed to improve educational and cultural opportunities, health care and community services with a special responsibility for the care, security and dignity of the elderly, blind, disabled and disadvantaged residents of the province.

Within this policy field are the ministries of:

Community and Social Services

Administers and initiates programs and services to help individuals and groups maintain a satisfactory standard of living in Ontario, specifically income security for the needy, aid for the elderly, child welfare and day nurseries, rehabilitation and job training for the handicapped and special residential programs.

Often this ministry works in liaison with social service agencies, offering guidance and financial assistance.

Colleges and Universities

The ministry is comprised of three major divisions: University Affairs administers support funds to 15 provincially-assisted universities, as well as Ryerson Polytechnical Institute and the Ontario College of Art. College Affairs and Manpower Training Division provides support for 22 community colleges and for industrial training and apprenticeship programs. Common Services offers support services such as student aid.

Culture and Recreation	This is a newly established ministry, responsible for preservation of historic sites, sports and recreation, libraries and community information, culture, multiculturalism and citizenship. The ministry also supports public institutions such as the Royal Ontario Museum, the Ontario Science Centre, the Royal Botanical Gardens, the Art Gallery of Ontario, the Ontario Heritage Foundation, the McMichael Canadian Collection and the Ontario Educational Communications Authority.
Education	This ministry is responsible for regulations governing any schools funded (in whole or partially) by the province. Its major function, education development and administration, includes curriculum development, planning and research, schools for the blind and deaf, educational programs in the Ontario hospital schools, correspondence courses, and teacher education and certification.
Health	One of the largest ministries, its main responsibility is public health, including the treatment and care of the mentally ill. Among the boards, commissions and other agencies reporting to the minister are the Ontario Cancer Institute, Ontario Mental Health Foundation, Addiction Research Foundation, Ontario Council of Arts, and the Ontario Health Insurance Plan.
The Justice Policy Field	<p>Ministries of this field share a common concern for civil rights, public protection, law enforcement and the supervision, detention and rehabilitation of offenders. They have a special responsibility to ensure that the laws of Ontario, as well as business practices and public institutions, conform to contemporary needs and standards and that all citizens are treated equally, with honesty, fairness and dignity.</p> <p>The four ministries within this field are:</p>
Attorney General	Provides for the direction and supervision of justice administration throughout the province. Its programs include crown legal services, legislative services, law research, the administration of justice, guardian and trustees' services and the protection of civil rights of Ontario citizens.
Consumer and Commercial Relations	Has responsibility for licensing, registration and inspection of corporations and their personnel in Ontario to ensure that ethical standards of commerce are adhered to in business dealings, whether between corporations and individuals, individuals and individuals, or corporations and corporations. Thus, the ministry has the authority to demand disclosure of information about commercial transactions.
Correctional Services	This ministry has jurisdiction over adult offenders who have been sentenced to jail terms of less than two years, as well as juveniles committed to the training schools under the provisions of The Training Schools Act.
The Solicitor General	Formed in 1972, this ministry is concerned with the related programs of law enforcement and public safety in Ontario. The agencies and programs for which it is responsible include: the Ontario Police Commission, which co-ordinates the province's police services; the Office of the Fire Marshall; the Chief Coroner's Office; the Emergency Measures Branch; the Centre of Forensic Sciences and the Forensic Pathology Branch.

**Resources Development
Policy Field**

Ministries of this field are concerned that the best use is made of Ontario's human and physical resources to ensure that the province continues to prosper.

The programs are designed to improve food production, industrial development, transportation and energy supplies and working conditions. They also have a special responsibility to ensure that the environment is safeguarded while these developments are taking place.

The seven ministries included here are:

Agriculture and Food

This ministry is concerned with one of Ontario's most important industries, farming, and so is charged with the safe production of food and for its orderly distribution and marketing. Its four main areas of participation are instruction, research, extension and marketing.

Energy

Responsible for reviewing energy matters on a continuing basis, advising and co-ordinating the government's activities, including policy direction to Ontario Hydro and technical support to the Ontario Energy Board.

Environment

Is charged with supervising a wide range of services to the public designed to achieve four major objectives: the control of contaminated emissions; the establishment of environmental safeguards; management of water and waste, and the development and maintenance of measures intended to restore and enhance Ontario's natural environment.

Industry and Tourism

The goal of this ministry is to find more markets for manufacturers, assist in industrial expansion, encourage new technology and improve the tourist industry. Along with field offices in the province the ministry has 15 international offices contributing to its programs.

Labour

This ministry's aims are to advance the well-being of employees and employers by promoting the productive use of labour. Legislation administered and enforced by this ministry covers the rights and responsibilities of the individual worker, the rights and obligations of management and labour unions, the safeguarding of labour and safety standards and protection against discrimination.

Natural Resources

As custodian of nearly 90 per cent of Ontario's land and water, this ministry plans and controls the use, development and enhancement of the province's natural resources to provide opportunities for outdoor recreation and economic benefit. Among its broad range of responsibilities are supervision of hunting, fishing, mapping, mines, forests, and parks.

**Transportation and
Communication**

This ministry provides the people of Ontario with a balanced and integrated transportation system involving highways, GO-Transit, Ontario Northland Railway, Ferry Services, "norOntair" and pilot projects for public transit. It is also responsible for all aspects of motor vehicle safety and licencing, an Ontario telecommunications policy and the use of the communications satellite.

In addition to the policy ministries, there are various ministries, boards and commissions which perform central-agency services for the whole of the Ontario government. These include:

Management Board of Cabinet

This is not a ministry, but a committee of ministers with a chairman, and it receives staff assistance from a secretariat.

The committee examines the administrative policies and budgets of all ministries to weed out wasteful overlapping of government programs or inefficient management of human and material resources.

The Civil Service Commission

The Civil Service Commission reports to the Chairman of Management Board. Through its two major divisions, personnel policy and personnel administration, the commission is responsible for recruitment, classification, salary conditions and terms of employment in the Ontario government. In addition to internal promotion and transfer, it carries out extensive recruitment programs within business and industry, universities, community colleges and high schools.

Treasury, Economics and Intergovernmental Affairs

Responsible for fiscal, economic, regional and intergovernmental policies of the government of Ontario. This ministry works closely with the other provincial governments of Canada, the federal government and the municipalities of Ontario. It also provides a central statistical and accounting capacity. Two independent agencies, the Ontario Economic Council and the Niagara Escarpment Commission report to the Treasurer.

Revenue

Its main function is the administration of provincial acts authorizing the collection of taxes to provide revenue for the essential services needed by today's industrial and urbanized society.

Housing

This ministry oversees the provision of adequate housing at reasonable prices by bringing serviced land into production, improving existing housing, and reducing home buyers' financial obstacles. The ministry controls approval on new developments to broaden the housing mix and discourage speculation. Through its rents-geared-to-income programs, suitable housing is provided for families and senior citizens of low and moderate means.

Government Services

Is a support ministry to the other ministries of the government. Its three major programs are Accommodation, Supply and Services, and Management and Information Services, which has responsibility for the operation of all government computers.

Office of the Provincial Auditor

Not a ministry, it performs on behalf of the Legislative Assembly (rather than the Government of the day) audits of: receipts and disbursements of public moneys; financial statements of the Province of Ontario, set out in the Public Accounts; ministerial and quasi-judicial agencies where authorized in the statute governing each agency.

What We Can Do For You

The Civil Service Commission is the official provincial public service recruitment agency for jobs in Metro Toronto. As part of the Commission, we in the Graduate Recruitment Unit are anxious to tell your students about the OPS and just how secondary school, community college, and university graduates can fit in. We have a secondary school program that we would like you to consider and, we hope, make use of when you are planning your guidance program for the year.

We will supply a speaker to address senior students on general or specific topics dealing with the Ontario Public Service. To augment the speaker, special audio-visual aids are also available. Graduate Recruitment Unit personnel will also participate in special career days or seminars.

To take advantage of this service, please complete the request form at the back of the book and return to:

Graduate Recruitment Unit
Civil Service Commission
2nd Floor
Frost Building South
Queen's Park
Toronto, Ontario
M7A 1Z5

Summer Employment

Getting a summer job — any job — is one of the perennial hang-ups of secondary school students. Over the past years, the Ontario government has gone to great lengths to provide meaningful employment for students at all academic levels. And each year the competition for summer work increases.

The Ontario Public Service hires about 15,000 students each summer, on a first-come first-serve basis. There are summer employment opportunities for students from secondary schools, community colleges and universities although some programs, including the Junior Forest Ranger Program of the Ministry of Natural Resources, are directed specifically at secondary school-age students (17 years old).

If students want summer employment with the OPS they must apply early — and January isn't too early. They should write directly to the ministry that interests them, submitting a brief, concise resume containing personal information and work areas desired.

Send to:

Director of Personnel
(Ministry)
Parliament Buildings
Toronto, Ontario

In addition, the Ontario Youth Secretariat co-ordinates a special summer employment program. Brochures describing this program and applications will be available for guidance offices early in the year.

SGIS Student Guidance Information Service

The Ontario Ministry of Education operates a Student Guidance Information Service which enables schools registered with the service to have access to a wide range of valuable information such as:

- descriptions of courses and programs at Ontario universities, community colleges, trade and business schools, schools of agricultural technology, military colleges, Ontario College of Art, Ryerson and some post-secondary institutions outside the province
- descriptions of 7,000 careers available in Canada
- precise information on the programs and courses students will need for more than 650 careers.

For more information contact:
Ministry of Education
Education Data Processing
Mowat Block
Queen's Park
Toronto, Ontario
M7A 1L2
Tel. (416) 965-5752

Other Counselling Aids

The Women's Bureau, Ontario Ministry of Labour, has put together vocational guidance materials which, although directed primarily at girls, are useful in counselling all interested students at the secondary school level. The materials include reprints of relevant articles, a Career Selector, descriptions and assessments of films about women, case studies and selected bibliographies.

For further information contact:

Ontario Women's Bureau
Ministry of Labour
400 University Avenue
10th Floor
Toronto, Ontario
M7A 1T9
Tel. (416) 965-1537

The Ministry of Colleges and Universities is publishing a brochure which contains information in the form of interviews with women working in the skilled trades. The publication "Women in Skilled Trades" is available from:

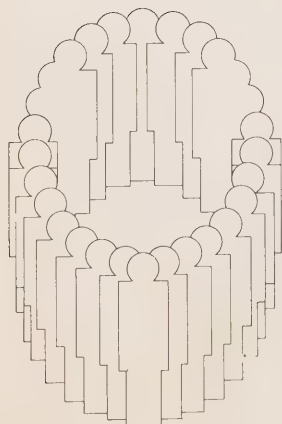
Information Branch
Ministry of Colleges and Universities
6th Floor
Mowat Block
Toronto, Ontario
M7A 1B9
Tel. (416) 965-6134

If you are interested in learning about other government publications, you may want to be put on a mailing list for "Ontario Government Publications — Monthly Checklist". This list includes the title, and cost if any, of every publication produced by the Ontario government's ministries and agencies. It also tells you how to receive them as well as which publications are in limited edition and might only be available in libraries, schools, ministry offices, etc.

To obtain the checklist write:

Bibliographic Services Centre
Ministry of Government Services
Room 3B-7
Macdonald Block
Parliament Buildings
Toronto, Ontario
M7A 1N8
Tel. (416) 965-1415

II: Career Information



This section contains general information about employment with the Ontario Public Service and more specific information about typical jobs for secondary school graduates. We have also outlined the job areas into which we have hired community college and university graduates and the diploma and degree areas which are most frequently of interest to us.

Facts About the Ontario Public Service

- Legislation prohibiting discrimination based on age, sex, marital status, race, creed, colour, nationality, ancestry or place of origin is observed in all appointments.
- Employees' politics are their own concern and have no bearing on whether or not they're hired, but political activity by public servants is restricted.
- Promotion within the Ontario Public Service is based on merit and employees are encouraged to take advantage of job competitions.
- Staff development programs are offered to employees to improve their job-related knowledge and to afford employees opportunities for advancement.
- The Ontario Government will reimburse employees for all or part of the cost of approved courses taken in educational institutions.
- Collective bargaining machinery exists concerning working conditions for public servants other than management and other designated exceptions.
- Special leaves of absence are available for educational purposes, military training, maternity, bereavement and compassionate reasons.
- The Ontario Public Service offers a wide ranging benefit plan . . . health and life insurance, pensions, three weeks' vacation after one year's employment . . . are some of the benefits offered.

Secondary School Graduates

Each year the Ontario Public Service hires secondary school graduates as clerks, stenographers or typists in any one of a variety of offices throughout the 20 ministries. Because of the diversity of job areas, applicants can possess a wide variety of academic backgrounds. But the greatest percentage of secondary school students hired per year bring with them a specific business skill such as typing, shorthand or dictaphone.

You Were Asking

Q. How much does the OPS pay?

- A. The Ontario Public Service pays in line with other good Ontario employers. Our salaries are constantly reviewed and revised. Secondary school graduates (Grade 12) are usually hired into the positions of stenographer, typist or general clerk. Typical weekly starting salaries are:

Stenographer	\$121.48	General Clerk	\$106.83
Typist	\$112.62	(1975 salaries)	

Q. Are there job opportunities for students with Grade 10 education?

- A. In the Ontario Public Service, Grade 12 or a suitable combination of education and training is preferred. However we do hire clerical staff, and occasionally stenographers and typists, with Grade 10 for certain jobs. Starting salaries are:

Stenographer	\$116.59	General Clerical, \$102.55
Typist	\$108.35	filing and mail and messenger
		(1975 salaries)

Occasionally there are job openings for Grade 10 graduates in other areas but the availability of these positions is very limited.

Q. Do I have to take a test?

- A. Yes, if you apply at the stenographic, typist and clerical levels. The minimum requirement for stenographers and typists is Grade 10 but Grade 12 is preferred. All applicants must pass the typing test with preferably 40 w.p.m. For shorthand testing dictation is given at 80 w.p.m.

Q. What about an apprenticeship program?

- A. The OPS has a certain number of employees who are apprentices or fully qualified tradesmen, but most apprentices work in industry. The Manpower Training Branch of the Ministry of Colleges and Universities co-ordinates industrial training and apprenticeship programs. This branch is in close touch with secondary school guidance offices and additional information can be obtained there, or directly from the above mentioned branch and ministry, c/o Parliament Buildings, Toronto.

Typical Jobs

In the stenographic category the majority of positions involve a combination of dictaphone usage and shorthand although each year there are vacancies which require only dictaphone.

The typist positions often include a variety of responsibilities such as reception, telephone, filing, typing, mail and photocopying. However, there are positions in this category also which entail routine copy typing exclusively.

Promotional opportunities will exist both in the area in which a person is employed and in other areas of the government. Before progressing to advanced secretarial levels, additional skills in shorthand and dictaphone must be acquired and work experience and overall performance will be assessed. Graduates should also keep in mind that as job vacancies occur, they will be competing against other qualified personnel.

In the clerical series there is a wide variety of positions. Secondary school graduates may be employed in filing, mail and messenger, or in a general clerical area. Many clerical jobs vary within the functional specialty of the department in which the clerk is employed. All applicants must pass a general clerical test which is designed to point up aptitudes in various areas.

Here are some typical job areas in the clerical series:

Data Control Clerks

Data Control Clerks are responsible for checking the accuracy of input forms before computer runs, and completed printouts. They are usually responsible for arranging pick-up and delivery of computer material.

Driver Control Clerks

Driver Control Clerks handle medical reports, conviction reports, suspension and reinstatement notices and accident summary reports to name a few. They provide information on drivers' records to the computer and microfilm sections. The clerks must resolve a variety of driver problems such as failure to reinstate a driver after his suspension has ended.

Driver Examination Clerks

Driver Examination Clerks meet the public all day. They administer written and vision tests for learner's permits, book appointments for driver's tests, and issue driver licences to those successful in the test. They provide information to the public such as test requirements for new residents, international driver's licences and so on.

Index Clerks

Index Clerks search through alphabetical index volumes of birth, marriage and death registrations, to supply registration numbers for daily applications for issuance of documents. They compare the information on the application voucher to that in the index books re spelling of surname and initials, month and year of event, and area code of where event took place.

Abstractors

Abstractors deal with transactions affecting the ownership of land which must be recorded in the Land Registration or Land Title Office. When the legal document has been accepted for registration, an Abstract Clerk prepares a summary of the document and enters the pertinent details in the Abstract Book. There are approximately seventy different types of documents and the degree of complexity will vary. Descriptions of land may be given in metes and bounds and the experienced Abstract Clerk is able to plot a graphic description and reinterpret the description. Significant training is required and is provided on-the-job but even the most experienced Abstract Clerk encounters new situations. Typing is essential.

Tellers

Tellers work in the Ontario Provincial Savings Banks which are located in various areas in Metro Toronto. Tellers are responsible for posting incoming clearing cheques from the agency bank to customers' ledger cards by sorting cheques numerically, checking endorsements, dates, account numbers, etc.; posting deposits to customers' ledger cards and pass books; posting withdrawals and cheques drawn in various branches to customers' ledger cards and pass books; calculating and checking interest quarterly.

For Students Planning Further Education

During 1974-75 approximately 700 vacancies in the Ontario Public Service were filled by recent graduates with a post-secondary degree or diploma.

Secondary school graduates considering entering a community college (CAAT) or university will, upon graduation, find a much greater variety of job opportunities in the Ontario Public Service than those electing to apply with secondary school graduation diplomas.

Community college graduates are hired primarily into technical and management trainee positions and university graduates find positions in professional or management areas. The Ontario Public Service has established a recruitment program at the provincial universities and community colleges.

Details about positions available for graduates and the needed qualifications for these positions are submitted to the university and community college placement officials prior to the on-campus visit by Ontario Public Service recruitment staff. Students are invited to submit applications which are reviewed by a panel of experts in the work area. Those applicants selected during the prescreening operation are interviewed during on-campus recruitment visits during the months of November to February. The final decision to hire a qualified candidate is made by the ministry concerned.

In addition, the Graduate Recruitment Unit maintains an inventory of graduate applications from students interested in employment with the Ontario Public Service. This central inventory is used by each ministry as appropriate positions in Metro Toronto become available.

We would encourage your students who are going on to community college or university to get in touch with the Placement Office on campus. Placement officials have useful information on permanent employment and are able to help students find summer jobs too.

Some Typical Positions for
Community College Graduates

Assessment Officer
Assistant Property Manager
Cartographer
Civil Technician
Civil Technologist
Computer Programmer
Correctional Officer
Employment Standards
Auditor Trainee
Forestry Technician
Home Economics Assistant

Medical Lab Technician
Nurse
Property Assessor
Public Relations Officer
Recreation Officer
Survey Technician
Survey Technologist
Supervisor of Juveniles
Tax Auditor
Welfare Field Worker

Some Typical Positions for
University Graduates

Agricultural Specialist
Archivist
Assessment Officer
Assistant Property Manager
Biologist
Community Development Officer
Computer Programmer
/System Analyst
Correctional Officer
Economist
Engineer Geologist
Finance Officer
Forester
Home Economist

Housing Analyst
Lawyer
Personnel Trainee
Planner
Probation Officer
Property Assessor
Psychologists/Psychometrist
Public Relations Officer
Recreation Officer
Resource Manager
Social Worker
Supervisor of Juveniles
Tax Auditor
Welfare Field Worker

To help you in counselling your students we have included also a cross reference listing of diploma or degree areas that we have employed in the past and will continue to be interested in. We have divided the listing into three areas: Arts and Social Sciences, Business, and Scientific and Technical.

Graduates from some of these fields could fit into more than one of the positions just noted.

Arts and Social Sciences

CAAT
Journalism
Library Technician
Municipal Administration
Social Services
Welfare Services

UNIVERSITY
Environmental Studies
Geography
Computer Science
Political Science
Psychology
Economics
Math
Urban and Regional Planning
Sociology
Social Work

Business	CAAT	UNIVERSITY
	Secretarial Science Specialized Secretarial — Legal — Medical — Executive Business Administration — Accounting — Computer Systems — Data Processing — Finance Management Computer Science	Commerce Business Administration Statistics Math & Computer Science Public Administration
Scientific and Technical	CAAT	UNIVERSITY
	Medical Lab Technician Forestry Technician Chemical Technician Civil Technologist Survey Technician Survey Technologist Cartographers Agricultural Technician	Math Engineering — Civil — Mechanical — Chemical Forestry Agriculture Home Economics Geology Biology Chemistry
Approach to Recruitment	<p>Because of the wide variety and scope of services performed in the Ontario Public Service, finding the right people is virtually an endless task. As vacancies occur, present employees who apply are considered first. If the internal search fails to obtain qualified people, then newspaper advertisements attract applicants from outside the Ontario Public Service.</p> <p>The Government of Ontario has established the merit system in the Ontario Public Service. Appointments are made after a process of recruitment and selection which involves careful assessment of the qualifications and suitabilities of all applicants. Each individual appointed is selected by the ministry where the position is located and is the person deemed most suitable for the job.</p> <p>The Civil Service Commission is the official Ontario Public Service recruitment agency for jobs in Metro Toronto. The Graduate Recruitment Unit of the Civil Service Commission co-ordinates ministry activities for recruitment of community college and university graduates and co-ordinates general career information and other recruitment publicity for all three levels — secondary school, community college and university. We will notify the Metro Toronto Secondary Schools later in the year as to employment possibilities for this year's graduates.</p> <p>Graduates interested in jobs in Ontario centres other than Toronto should <i>apply directly</i> to them. Names and addresses are listed under "Government of Ontario" in telephone directories.</p>	

Questionnaire

We want to give information to your students in an interesting yet straightforward manner. To do this we have devised a simple secondary school information program. But only *you* can tell us if it is successful.

Name of School

Number of Students

Type of School

1. Did this handbook help you answer student questions?

2. What other information do you think should be incorporated?
.....
.....

3. What is the one question most frequently asked by your students?
.....
.....
.....

4. Do students read pamphlets or brochures supplied by companies, government, etc.?

5. If not, what would you suggest is the best method of reaching the student?

6. Many audio and visual devices are used by companies and government agencies in the presentation of their organization. In your opinion, which does the student like best? (please rank the following)

Film
Speaker
Slide Presentation
Student involvement program
Overhead projector and transparencies

Please return to:
Graduate Recruitment Unit
Civil Service Commission
Frost Building South
Second Floor
Parliament Buildings
Toronto, Ontario
M7A 1Z5

Request Form

As part of our secondary school program, we will supply a speaker to talk to senior students. To augment this presentation, audio-visual aids are also available.

SPEAKER

Name

School

Address

Phone Number

Requests a speaker (date) at
(time) to address a group of approximately students.

Requests audio-visual aids yes
..... no

NOTE: Written confirmation of this request
will be made as soon as possible.

Please return to:
Graduate Recruitment Unit
Civil Service Commission
Frost Building South
Second Floor
Parliament Buildings
Toronto, Ontario
M7A 1Z5

BOOKLETS

Name

School

Address

Phone Number

We request additional copies of the Ontario Public
Service brochure for guidance counsellors.

Signed

Please return to:
Graduate Recruitment Unit
Civil Service Commission
Frost Building South
Second Floor
Parliament Buildings
Toronto, Ontario
M7A 1Z5

